

2.) Increase purchases from certified firms

- a. A list of certified firms that the Lottery currently does business with will be supplied to the purchasing office to determine if additional services or supplies can be purchased.
- b. Purchasing agents will use the BizNet system to identify if new vendors are certified.

To ensure that everyone involved is aware of their role in this plan the Director of Finance & Administration will identify training needs and schedule trainings for Financial Services, Purchasing and any other key staff on OMWBE reporting, procedures, goals, BizNet, and Webs.

The Lottery will attempt to attain a 1 ½ % goal for FY10/FY11.

To ensure that prime contractors are in compliance with contract terms the Purchasing Agents will confirm that the terms, as defined in the solicitation or contract, are met; and will resolve any disputes or complaints prior to submitting the payment information to Financial Services. Financial Services will remit payments within 30 days of completion of the contract.

Records of the competitive bid process to verify that MWBE are solicited for each contract will be maintained by Purchasing. The Purchasing Supervisor will also stay abreast of all new policies that relate to contracting and procurement and implement changes as needed to conform to OMWBE requirements. Financial Services will maintain records of exceptions, exemption request, and attempts to gather information on subcontractors.

Sincerely,

A handwritten signature in black ink, appearing to read "Christopher Liu", with a large, stylized circular flourish on the left side.

Christopher Liu
Director